

ACTIVITY INSTRUCTOR I

GRADE: 2

FLSA: NON-EXEMPT

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

DESCRIPTION OF DUTIES:

Responsible for teaching, organizing and supervising an instructional class in a specific area of expertise such as crafts, sports, exercise and cooking instruction among others. Keep records of class attendance.

QUALIFICATIONS/SKILLS:

A basic knowledge of specified activity and ability to develop a teaching plan for respective age group.

EXPERIENCE:

Must be able to lead, teach and demonstrate all aspects of activity.

EDUCATION:

High school and above and possess some experience pertaining to the specific skill area.

DIVISIONS:

All
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